

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150033-5



Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150033-5

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150033-5

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OP/BSD	
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
Monthly Report						
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL		TRAINING	ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)	
2		Monthly			1	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
memorandum		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES GIVE ADP PROCESSING NO.		Verbal - C/BSD	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
Honor and Merit Awards Branch				None		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-12 (1)	6.82		2		13.64	12 163.68
GS-09 (6)	5.54		.25		1.38	12 16.56
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR					180.24	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Established by Chief/BSD - date unknown. To inform the C/BSD of the activities of the Honor and Merit Awards program and to provide a record on the current status of awardees to insure that awards are scheduled and presented on a timely basis.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/>	RETAIN AS IS				<input type="checkbox"/> OTHER (explain)	
<input type="checkbox"/>	CHANGE					
<input type="checkbox"/>	DISCONTINUE					
16. DATE OF INVENTORY		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150033-5				
8 Oct 70						

25X1